

South West Fed Role Description – Creative Programmer



Main Tasks and Responsibilities

1. In conjunction with the wider group of programmers and under the leadership of the Vice Chair, develop and deliver an annual programme of IRL events and online talks, to:
 - a. Showcase best practice locally, regionally, nationally and internationally
 - b. Highlight issues of relevance to the sector
 - c. Support diversity and broad audience reach of the work of the Fed, pro-actively engaging with a wide range of speakers and organisations to ensure diverse representation and relevance
 - d. Enable those in the sector to network, share learning and collaborate
 - e. Connect heritage organisations from different sectors including museums, art galleries, historic houses, landscape sites, libraries, universities, gardens and parks, etc.
2. Each Creative Programmer will be expected to lead on the co-ordination of at least one IRL and one online talk each year.
3. Attend and contribute to programming meetings with the Creative Programmers and Vice-Chair, outside of the board meetings.
4. Engage the full board with programme ideas and content suggestions that are topical, relevant and engaging.
5. Support the Communications Trustee to promote the events and provide post event write-ups and reviews, including content from board members, speakers and guests.
6. Be responsible for administrative tasks related to setting up both online and in-person events (we currently use Eventbrite), communicating with attendees before and after the event, generating Zoom and Smart Survey links.
7. Support other Creative Programmers and the Vice-Chair during events, for example by meeting and greeting attendees and taking a register, or acting as technical support during a Zoom event and monitoring the Chat. You will receive training in order to carry out this role.
8. Evaluate the programme when leading an event and use this data to inform future programming, securing support as needed by working with others such as students, partners and fellow board members.
9. Attend Board meetings and play an active part in the discussions and activities of the South West Fed.

Please also refer to the separate “Generic Role Description” document as regards the Charity’s mission, governance and general trustee/director expectations and duties.

Skills, experience and outlook required

1. Excellent people skills, able to engage and network with people and organisations to deliver an exceptional programme
2. Organised and efficient, able to stick to schedules and take the initiative when required
3. Knowledge of the heritage sector within the South West region, to ensure relevance and appeal

4. Strong IT skills, able to deliver sessions using online platforms, with Q&A sessions also supported
5. Commitment to the South West Fed and to ensuring the Board fulfils its legal obligations as a charity and private limited company

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